



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश शासन द्वारा प्रकाशित

शिमला, मंगलवार, 17 जनवरी, 1961/27 पौष, 1882

## HIMACHAL PRADESH ADMINISTRATION

### LAW DEPARTMENT

#### NOTIFICATION

Simla-4, the 12th December, 1960

No. 1-9/60-LR.—The Government of India, Ministry of Law (Department of Legal Affairs) Notification No. F. 7 (31)/60-Elections (S.O. 2750), dated the 10th November, 1960, making rules under section 28 of the Representation of the People Act, 1950 (43 of 1950) is hereby published in the Himachal Pradesh Rajpatra for general information.

G. M. LAUL,  
Under Secretary (Judicial).

### GOVERNMENT OF INDIA MINISTRY OF LAW (DEPARTMENT OF LEGAL AFFAIRS)

#### NOTIFICATION

New Delhi, the 10th November, 1960/19th Kartika, 1882

S.O. 2750.—In exercise of the powers conferred by section 28 of the Representation of the People Act, 1950 (43 of 1950), and in supersession of the

Representation of the People (Preparation of Electoral Rolls) Rules, 1956, the Central Government after consulting the Election Commission, hereby makes the following rules, namely:—

## THE REGISTRATION OF ELECTORS RULES, 1960

### PART I PRELIMINARY

1. *Short title and commencement.*—(1) These rules may be called the Registration of Electors Rules, 1960.

(2) They shall come into force on the 1st day of January, 1961.

2. *Definitions and interpretation.*—(1) In these rules, unless the context otherwise requires,—

- (a) 'Act' means the Representation of the People Act, 1950 (43 of 1950);
- (b) 'declared office' means an office declared by the President to be an office to which the provisions of sub-section (4) of section 20 apply;
- (c) 'forms' means a form appended to these rules and includes a translation thereof in any of the languages specified in the Eighth Schedule to the Constitution;
- (d) 'registration officer' means the electoral registration officer of a constituency and includes an assistant electoral registration officer thereof;
- (e) 'roll' means the electoral roll for a constituency;
- (f) 'section' means a section of the Act;
- (g) 'Service qualification' means being a member of the armed forces of the Union or being employed under the Government of India in a post outside India.

(2) The General Clauses Act, 1897 (10 of 1897), shall apply for the interpretation of these rules as it applies for the interpretation of an Act of Parliament.

### PART II ELECTORAL ROLLS FOR ASSEMBLY CONSTITUENCIES

3. *Meaning of constituency.*—In this part 'constituency' means an assembly constituency.

4. *Form and language of roll.*—The roll for each constituency shall be prepared in such form and in such language or languages as the Election Commission may direct.

5. *Preparation of roll in parts.*—(1) The roll shall be divided into convenient parts which shall be numbered consecutively.

(2) The last part of the roll shall contain the name of every person having a service qualification and of his wife, if any, who are entitled to be included in that roll by virtue of a statement made under rule 7.

(3) The names of any person holding a declared office and of his wife, if any, who are entitled to be included in the roll by virtue of a statement made under rule 7 shall be included in the part of the roll pertaining to the locality in which they would according to that statement, have been ordinarily resident.

(4) The number of names included in any part of the roll shall not ordinarily exceed two thousand.

6. *Order of names.*—(1) The names of electors in each part of the roll shall be arranged according to house number, unless the Chief Electoral Officer, subject to any general or special instructions issued by the Election Commission, determines in respect of any part that the alphabetical order is more convenient or that the names shall be arranged partly in one way and partly in the other.

(2) The names of electors in each part of the roll shall be numbered, so far as practicable, consecutively with a separate series of numbers beginning with the number one.

7. *Statement under section 20.*—(1) Every person who holds a declared office or has a service qualification and desires to be registered in the roll for the constituency in which, but for holding such office or having such qualification, he would have been ordinarily resident, shall submit to the Chief Electoral Officer of the State in which that constituency is situated, a statement in such one of the Forms, 1, 2 and 3 as may be appropriate.

(2) Every statement submitted under sub-rule (1) shall be verified in the manner specified in the Form.

(3) Every such statement shall cease to be valid when the person making it ceases to hold a declared office or, as the case may be, have a service qualification.

8. *Information to be supplied by occupants of dwelling houses.*—The registration officer may, for the purpose of preparing the roll, send letters of request in Form 4 to the occupants of dwelling houses in the constituency or any part thereof; and every person receiving any such letter shall furnish the information called for therein to the best of his ability.

9. *Access to certain registers.*—For the purpose of preparing any roll or deciding any claim or objection to a roll, any registration officer and any person employed by him shall have access to any register of births and deaths and to the admission register of any educational institution, and it shall be the duty of every person in charge of any such register to give to the said officer or person such information and such extracts from the said register to give to the said officer or person such information and such extracts from the said register as he may require.

10. *Publication of roll in draft.*—As soon as the roll for a constituency is ready, the registration officer shall publish it in draft by making a copy thereof available for inspection and displaying a notice in Form 5,—

- (a) at his office, if it is within the constituency; and
- (b) at such place in the constituency as may be specified by him for the purpose, if his office is outside the constituency.

11. *Further publicity to the roll and notice.*—The registration officer shall also—

- (1) Make a copy of each separate part of the roll together with a copy of the notice in Form 5 available for inspection at a specified place accessible to the public and in or near the area to which that part relates;
- (b) give such further publicity to the notice in Form 5 as he may consider necessary; and
- (c) supply free of cost two copies of each separate part of the roll to every political party to which a symbol has been allotted by the Election Commission.

12. *Period for lodging claims and objections.*—Every claim for the inclusion of a name in the roll and every objection to an entry therein shall be lodged within the period of 30 days from the date of publication of the roll in draft under rule 10:

Provided that the Election Commission may, by notification in the official Gazette, extend the period in respect of the constituency as a whole or in respect of any part thereof.

**13. Form for claims and objections.**—(1) Every claim shall be—

- (a) in Form 6;
- (b) signed by the person desiring his name to be included in the roll; and
- (c) countersigned by another person whose name is already included in that part of the roll in which the claimant desires his name to be included.

(2) Every objection to the inclusion of a name in the roll shall be—

- (a) in Form 7;
- (b) preferred only by a person whose name is already included in that roll; and
- (c) countersigned by another person whose name is already included in that part of the roll in which the name objected to appears.

(3) Every objection to a particular or particulars in an entry in the roll shall be—

- (a) in Form 6; and
- (b) preferred only by the person to whom that entry relates.

**14. Manner of lodging claims and objections.**—Every claim or objection shall—

- (a) either be presented to the registration officer or to such other officer as may be designated by him in this behalf, or
- (b) be sent by registered post to the registration officer.

**15. Procedure of designated officers.**—(1) Every officer designated under rule 14 shall—

- (a) maintain in duplicate a list of claims in Form 9, a list of objections to the inclusion of names in Form 10 and a list of objections to particulars in Form 11; and
- (b) keep exhibited one copy of each such list on a notice board in his office.

(2) Where a claim or objection is presented to him, he shall, after employing with the requirements of sub-rule (1), forward it with such remarks, if any, as he considers proper to the registration officer.

**16. Procedure of registration officer.**—The registration officer also shall—

- (a) maintain in duplicate the three lists in Form 9, 10 and 11, entering thereon the particulars of every claim or objection as and when it is received by him, whether directly under rule 14 or on being forwarded under rule 15;

- (b) keep exhibited one copy of each such list on a notice board in his office.

**17. Rejection of certain claims and objections.**—Any claim or objection, which is not lodged within the period, or in the form and manner, herein specified shall be rejected by the registration officer.

**18. Acceptance of claims and objections without inquiry.**—If the registration officer is satisfied as to the validity of any claim or objection, he may allow it without further inquiry after the expiry of one week from the date of which it is entered in the list exhibited by him under clause (b) of rule 16.

Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry.

**19. Notice of hearing claims and objections.**—(1) Where a claim or objection is not disposed of under rule 17 or rule 18, the registration officer shall—

- (a) specify in the list exhibited by him under clause (b) of rule 16 of date, time and place of hearing of the claim or objection; and
- (b) give notice of the hearing—

- (i) in the case of a claim, to the claimant in Form 12;
- (ii) in the case of an objection to the inclusion of a name, to the objector in Form 13 and to the person objected to in Form 14; and
- (iii) in the case of an objection to a particular or particulars in an entry, to the objector in Form 15.

(2) A notice under this rule may be given either personally or by registered post or by affixing it to the person's residence or last known residence within the constituency.

**20. Inquiry into claims and objections.**—(1) The registration officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under rule 19 and shall record his decision thereon.

(2) At the hearing, the claimant or as the case may be, the objector and the person objected to and any other person who, in the opinion of the registration officer, is likely to be of assistance to him, shall be entitled to appear and be heard.

(3) The registration officer may in this discretion—

- (a) require any claimant, objector or person objected to do appear in person before him;
- (b) require that the evidence tendered by any person shall be given on oath and administer an oath for the purpose.

**21. Inclusion of name inadvertently omitted.**—If it appears to the registration officer that owing to the late receipt of any statements under rule 7 or to inadvertence or error during preparation, the names of any electors have been left out of the roll and that remedial action shall be taken under this rule, the registration officer shall—

- (a) prepare a list of the names and other details of such electors;
- (b) exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the inclusion of these names in the roll will be considered, and also publish, the list and the notice in such other manner as he may think fit; and
- (c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be included in the roll.

**22. Final publication of roll.**—(1) The registration officer shall thereafter:—

- (a) prepare a list of amendments to carry out his decisions under rules 18, 20 and 21 to correct any clerical or printing errors or other inaccuracies subsequently discovered in the roll; and
- (b) publish the roll, to that with the list of amendments by making a complete copy thereof available for inspection and displaying a notice in Form 1 at his office.

(2) On such publication the roll together with the list of amendments shall be the electoral roll of the constituency.

**23. Appeals from orders deciding claims and objections.**—(1) An Appeal shall lie from any decision of the registration officer under rule 20 or rule 21 to such officer of Government as the Election Commission may designate in this behalf (hereinafter referred to as the appellate officer).

Provided that an appeal shall not lie where the person desiring to appeal has not availed himself of his right to be heard by or to make representations to the registration officer on the matter which is the subject of appeal.

(2) Every appeal under sub-rule (1) shall be—

- (a) in the form of a memorandum signed by the appellant, and
- (b) presented to the appellate officer within a period of fifteen days from the date of announcement of the decision of or sent to that officer by registered post so as to reach him within that period.

(3) The presentation of an appeal under this rule shall not have the effect of staying or postponing any action to be taken by the registration officer under rule 22.

(4) Every decision of the appellate officer shall be final but in so far as it reverses or modifies a decision of the registration officer, shall take effect only from the date of the decision in appeal.

(5) The registration officer shall cause such amendments to be made in the roll as may be necessary to give effect to the decisions of the appellate officer under this rule.

**24. Special provision for preparation of rolls on re-delimitation of constituencies.**—(1) If any constituency is delimited a new in accordance with law and it is necessary urgently to prepare the roll for such constituency, the Election Commission may direct that it shall be prepared—

- (a) by putting together the rolls of such of the existing constituencies or parts thereof as are comprised within the new constituency; and
- (b) by making appropriate alterations in the arrangement, serial numbering and headings of the rolls so compiled.

(2) The roll so prepared shall be published in the manner specified in rule 22 and shall, on such publication be the electoral roll for the new constituency.

**25. Annual revision of rolls.**—(1) The roll for every constituency shall be revised under sub-section (2) of section 21 either intensively or summarily or partly intensively and partly summarily, as the Election Commission may direct.

(2) Where the roll or any part thereof is to be revised intensively in any year, it shall be prepared afresh and rules 4 to 23 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(3) When the roll or any part thereof is to be revised summarily in any year, the registration officer shall cause to be prepared a list of amendments to the relevant parts of the roll on the basis of such information as may be readily available and publish the roll together with the list of amendments in draft; and the provisions of rules 9 to 23 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(4) Where at any time between the publication in draft of the revised roll under sub-rule (2) of the roll and list of amendments under sub-rule (3) and the final publication of the same under rule 22, any names have been directed to be included in the roll for the time being in force under section 23, the registration officer shall cause the names to be included also in the revised roll unless there is, in his opinion, any valid objection to such inclusion.

**26. Inclusion of names in electoral rolls.**—(1) Every application under sub-section (1) of section 23 shall be made in duplicate in Form 6 and shall be accompanied—

- (a) where it is to the Chief Electoral Officer, by a fee of five rupees; and
- (b) when it is to the registration officer, by a fee of one rupee.

(2) The fee specified in sub-rule (1) shall be paid by means of non-judicial stamps.

(3) The Chief Electoral Officer or, as the case may be, the registration officer shall, immediately on receipt of such application, direct that one copy thereof be pasted in some conspicuous place in his office together with a notice inviting objections to such application within a period of seven days from the date of such pasting.

(4) The Chief Electoral Officer or, as the case may be, the registration officer shall, as soon as may be after the expiry of the period specified in sub-rule (3), consider the objections if any, received by him and shall, if satisfied that the applicant is entitled to be registered in the roll, direct his name to be included therein.

**27. Appeals from orders rejecting applications under rule 26.**—(1) Every appeal under sub-section (4) of section 23 shall be—

- (a) in the form of a memorandum signed by the appellant;
- (b) accompanied by a copy of the order appealed from and a fee of five rupees to be paid in non-judicial stamps; and
- (c) presented to the Chief Electoral Officer or, as the case may be, to the Secretary to the Election Commission, within a period of fifteen days from the date of rejection of the application for inclusion of name, or sent by registered post so as to reach that officer within the said period.

(2) For the purposes of sub-rule (1), an appeal shall be deemed to have been presented—

- (a) to the Chief Electoral Officer, when it is delivered by, or on behalf of, the appellant to the Chief Electoral Officer himself or to any other officer appointed by him in this behalf, and
- (b) to the Secretary to the Election Commission when it is delivered by, or on behalf of, the appellant to that officer or to any other officer appointed by the Election Commission in this behalf.

**28. Identity cards for electors in notified constituencies in Municipal areas.**—(1) The Election Commission may, with a view to preventing impersonation of electors and facilitating their identification at the time of poll, by notification in the Official Gazette of the State, direct that the provision of this rule shall apply to any such constituency in municipal areas as may be specified in the notification.

(2) The registration officer for such notified constituency shall, as soon as may be after the issue of the notification under sub-rule (1), arrange for the issue to every elector of an identity card prepared in accordance with the provisions of this rule.

(3) The identity card shall—

- (a) be prepared in duplicate;
- (b) contain the name, age, residence and such other particulars of the elector as may be specified by the Election Commission;
- (c) have affixed to it a photograph of the elector which shall be taken at the expense of the Government; and
- (d) bear the fac-simile signature of the registration officer:

Provided that if the elector refuses or evades to have his photograph taken, or cannot be found at his residence by the official photographer in spite of repeated attempts, no such identity card shall be prepared for the elector and a note of such refusal or evasion or that the elector could not be found at his

residence in spite of repeated attempts shall be made in the copy of the roll maintained by the registration officer.

(4) One copy of the identity card prepared under sub-rule (3) shall be retained by the registration officer and the other copy shall be delivered to the elector to be kept by him for production at the time of poll.

### PART III

## ELECTORAL ROLLS FOR PARLIAMENTARY CONSTITUENCIES IN UNION TERRITORIES

**29. Roll for parliamentary constituencies in Union Territories.**—The provisions of Part II shall apply in relation to parliamentary constituencies in a Union Territory as they apply in relation to assembly constituencies.

### PART IV

## ELECTORAL ROLLS FOR COUNCIL CONSTITUENCIES

**30. Rolls for local authorities constituencies.**—(1) The roll for every local authorities constituency shall be prepared and maintained in such form, manner and language or languages as the Election Commission may direct.

(2) The provisions of rules 26 and 27 shall apply in relation to local authorities' constituencies as they apply in relation to assembly constituencies:

Provided that an application for the inclusion of a name shall be made in Form 17.

**31. Rolls for graduates and teachers' constituencies.**—(1) The roll for every graduates' or teachers' constituency shall be prepared in such form, manner and language or languages as the Election Commission may direct.

(2) The roll shall be divided into convenient parts which shall be numbered consecutively.

(3) For the purpose of preparing the roll the registration officer shall, on or before the 1st December, issue a public notice calling upon every person entitled to be registered in that roll to send to, or deliver at his office before the 7th day of January next following an application in Form 18 or Form 19 as the case may be, for inclusion of his name.

(4) The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about the 15th December and again on or about the 25th December.

(5) The provisions of rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of rule 13 shall apply in relation to graduates' and teachers' constituencies as they apply in relation to assembly constituencies;

Provided that a claim or an application for the inclusion of a name shall be made in Form 18 or Form 19 as may be appropriate:

Provided further that the period for lodging any claim or objection under rule 12 shall be 15 days from the date of publication of the roll in draft under rule 10.

### PART V

## PRESERVATION AND DISPOSAL OF ELECTORAL ROLLS

**32. Custody and preservation of rolls and connected papers.**—(1) After the roll for a constituency has been finally published, the following papers shall be kept in the office of the registration officer or at such other place as the Chief Electoral Officer may by order specify until the expiration of one year after the

completion of the next intensive revision of that roll:—

- (a) one complete copy of the roll;
- (b) statements submitted to the Chief Electoral Officer under rule 7;
- (c) statements submitted to the registration officer under rule 8;
- (d) register of enumeration forms;
- (e) applications in regard to the preparation of the roll;
- (f) manuscript part prepared by enumerating agencies and used for compiling the roll;
- (g) papers relating to claims and objections;
- (h) papers relating to appeals under rule 23; and
- (i) applications under sections 22 and 23.

(2) One complete copy of the roll for each constituency duly authenticated by the registration officer shall also be kept in such place as the Chief Electoral Officer may specify for a period of six years from the date of its final publications.

33. *Inspection of electoral rolls and connected papers.*—Every person shall have the right to inspect the election papers referred to in rule 32 and to get attested copies thereof on payment of such fee as may be fixed by the Chief Electoral Officer.

34. *Disposal of electoral rolls and connected papers.*—(1) The papers referred to in rule 32 shall, on the expiry of the period specified therein, and subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, be disposed of in such manner as the Chief Electoral Officer may direct.

(2) Copies of the electoral roll for any constituency in excess of the number required for deposit under rule 32 and for any other public purpose shall be disposed of at such time and in such manner as the Election Commission may direct and until such disposal shall be made available for sale to the public.

FORM 1

(See rule 7)

STATEMENT AS TO PLACE OF ORDINARY RESIDENCE  
BY A PERSON HOLDING A DECLARED OFFICE

Full name.....

Father's/Husband's name.....

Age..... Years.

Office held.....

I hereby declare that I am a citizen of India and that but for my holding the above-mentioned office, I would have been ordinarily resident at (full postal address).....

I further declare that my wife (name)..... age ..... years ordinarily resides with me.

This cancels any previous statement as to place of ordinary residence made by me.

Signature.....

Place.....

Date.....

## FORM 2

(See rule 7)

STATEMENT AS TO PLACE OF ORDINARY RESIDENCE  
BY A MEMBER OF THE ARMED FORCES

I hereby declare that I am a citizen of India and that but for my service in the armed forces I would have been ordinarily resident at—

Full postal address.      }  
                                  }  
                                  }  
                                  }  
(DISTRICT).....(STATE).....

My full name.....

Service No. .... Rank.....

Service/Corps/Regiment .....

Name and address of record office.....

Age last birthday..... Years.

Delete if not applicable.

I further declare that my wife..... age..... years, ordinarily resides with me.

This cancels any previous statement as to ordinary place of residence made by me.

Date..... 196

(Signature).

Record Office Folio No. ....

Verified and found correct.

(Signature)  
(Designation)

Place.....

Date.....

Officer-in-Charge, Records.

(for use in the Election Office)

Statement received on the..... 196

Registered in the electoral roll for the.....

Assembly Constituency (No.....), Service voters' part, at  
Serial No.....

Date ..... Chief Electoral Officer.

## FORM 3

(See rule 7)

STATEMENT AS TO PLACE OF ORDINARY RESIDENCE BY  
A PERSON EMPLOYED UNDER THE GOVERNMENT  
OF INDIA, IN A POST OUTSIDE INDIA

Full name.....

Father's/Husband's name.....

Age ..... Years.

Description of post held outside India.....

I hereby declare that I am a citizen of India and that but for my being employed under the Government of India in the above-mentioned post, I would have been ordinarily resident at (full postal address).....

.....  
.....  
.....  
.....

I further declare that my wife (name)..... years, ordinarily resides with me.  
aged.....

This cancels any previous statements as to place of ordinary residence made by me.

*Signature.*

Place.....

Date.....

Verified

Place .....

*Signature*

Date.....

Designation of the Head of Office.

(For use in the Election Office)

Statement received on the ..... 196

Registered in the electoral roll for the .....  
Assembly constituency (No.....), service voters' part, at serial  
No.

.....  
*Chief Electoral Officer.*

Date .....

FORM 4

(See rule 8)

LETTER OF REQUEST

Place.....

Date.....

To

The occupant of

.....  
.....

Sir/Madam,

The preparation of the electoral roll for the Assembly constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instructions and hand it over to my assistant who will call for it.

*Electoral Registration Officer,  
of the .....  
Assembly constituency.*

## STATEMENT

NAMES AND PARTICULARS OF ADULT CITIZENS ORDINARILY  
RESIDING IN THE ABOVE PREMISES

Name of citizen	Particulars as to father or husband	Age on 1st January, 196.....
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Etc.		

Signature.....

Date.....

## INSTRUCTIONS

1. Enter the names of all persons who have completed 21 years of age on or before the 1st of January, of this year AND who are ordinarily residing in the premises.
2. Only the names of those who are citizens of India should be entered.
3. Enter against serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
4. "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be TEMPORARILY absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
6. In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of".
  - (i) the name of the husband preceded by the words "wife of", if she be married;
  - (ii) the name of the late husband preceded by the words "widow of", if she be widow; and
  - (iii) the name of the father preceded by the words "daughter of", if she be unmarried.
8. In the third column enter the age of the citizen as accurately as possible giving only the number of complete years and ignoring the months.

FORM 5  
(See rule 10)

NOTICE OF PUBLICATION OF ELECTORAL ROLL IN DRAFT

To

The Electors of the ..... constituency.

Notice is hereby given that the electoral roll has been prepared in accordance with the Registration of Electoral Rules, 1960, and a copy thereof is available for inspection at my office, and at ..... during office hours.

If there be any claim for the inclusion of a name in the rolls or any objection to the inclusion of a name or any objection to particulars in an entry, it should be lodged on or before the ..... 196 , in Form 6, 7 or 8 as may be appropriate.

Every such claim or objection should EITHER be presented in my office or to ..... OR sent BY REGISTERED POST to the address given below so as to reach me not later than the aforesaid date.

.....  
Electoral Registration Officer,

Date ..... (Address) .....

FORM 6

(See rules 13 and 26)

CLAIM APPLICATION FOR INCLUSION OF NAME

To

The Electoral Registration Officer,  
..... Constituency.

Sir,

I request that my name be included in the electoral roll for the constituency mentioned above.

My name (in full) .....

My father's/Mother's/Husband's name .....

Particulars of my place of residence are:—

House No. ....

Street/Mohalla .....

Town/Village.....  
 Post Office.....  
 Police Station/Tehsil/Taluka.....  
 District.....

I hereby declare that to the best of my knowledge and belief—

- (i) that I am a citizen of India;
- (ii) that my age on the first day of January last was..... years and..... months;
- (iii) that I am ordinarily resident at the address given above;
- (iv) that I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (v) that my name has not been included in the electoral roll for any other constituency;

OR

that my name have been included in the electoral roll for the.....  
 .....assembly constituency in..... State under  
 the address mentioned below and, if so, I request that the same  
 may be excluded from the electoral roll:—

Place.....

*Signature or thumb-impression,  
 of claimant.*

Date.....

I, being an elector whose name is included in Part.....  
 of the Electoral roll under serial No.....  
 Support this claim and countersign it.

*Signature of the elector.  
 Name (in full).*

*Note.—Any person who makes a statement or declaration which is false  
 and which he either knows or believes to be false or does not  
 believe to be true is punishable under section 31 of the  
 Representation of the People Act, 1950.*

FORM 7

[See rule 13(2)]

OBJECTION TO INCLUSION OF NAME

To

The Electoral Registration Officer,  
 .....Constituency.

Sir,

I object to the inclusion of the name of.....  
 at serial No.....in Part .....of the  
 electoral roll for the following reason(s).

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

My name has been included in the electoral roll for this constituency as follows:—

Name in full.....

Father's/Husband's/Mother's name.....

Serial No.....

Part No.....

*Signature /thumb-impression of objector.*

Date..... (Full postal address).....

I, being an elector whose name is included in Part..... of the electoral roll under serial No.....

Support this objection and countersign it.

*Signature of the elector.*  
Name (in full).

*Note.—*Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

#### FORM 8

[See rule 13(3)]

#### OBJECTION TO PARTICULARS IN AN ENTRY

To

The Electoral Registration Officer,  
..... Constituency.

Sir,

I submit that the entry relating to myself which appears at serial No..... in Part..... is not correct. It should be corrected to read as follows:—

“.....”  
.....”

*Signature or thumb-impression of the elector.*

Place... . . . . .

Date . . . . .

**FORM 9**  
(See rules 15 and 16)  
**LIST OF CLAIMS**

Date of receipt	Serial number	Name of claimant	Name of father/ husband/mother	Place of residence	Date, time and place of hearing *6
1	2	3	4	5	

\*To be filled *only* by the registration officer and *not* by an officer designated under rule 14.

**FORM 10**  
(See rule 15)  
**LIST OF OBJECTIONS TO INCLUSION OF NAMES**

Date of receipt	S. No.	Full name of objector	Particulars of name objected to	Reasons in brief	Date, time and place of hearing *8
		Part No.	Serial No.	Name in full	for objection
1	2	3	4	5	6

\*To be filled *only* by the registration officer and *not* by an officer designated under rule 14.

**FORM 11**  
(See rule 15)  
**LIST OF OBJECTIONS TO PARTICULARS IN ENTRIES**

Date of receipt	Serial number	Name in full of elector objecting	Part No. and Serial No. of entry	Nature of objection	Date, time and place of hearing *6
1	2	3	4	5	

\*To be filled *only* by the registration officer and *not* by an officer designated under rule 14.

## FORM 12

DUPLICATE

Office Copy.

[See rule 19(1)(b)(i)]

## NOTICE OF HEARING OF A CLAIM

To

(Full name and address of claimant)

{ .....  
.....  
.....

Reference:—Claim No. ....

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at .....(place) at .....o'clock on the ..... day of ..... 19.... You are directed to be present at the hearing with such evidence as you may like to adduce.

Electoral Registration Officer.

Place.....

Date .....

## FORM 12

ORIGINAL

(To be served on the claimant)

[See rule 19(1)(b)(i)]

## NOTICE OF HEARING OF A CLAIM

To

(Full name and address of claimant)

{ .....  
.....  
.....

Reference:—Claim No. ....

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at .....(Place) at .....o'clock on the ..... day of ..... 19.... You are directed to be present at the hearing with such evidence as you may like to adduce.

Place .....

Date .....

Electoral Registration Officer.

## CERTIFICATE OF SERVICE OF NOTICE

Received notice of the date of hearing

Date.....

Claimant.

Certified that the notice on the claimant has been duly served by me this  
..... day of ..... on (name) .....  
personally/by affixation on residence.

Place.....  
Date.....

### *Serving Officer.*

*N.B.*—If this notice is served by post, attach the receipt here.

### FORM 13

DUPLICATE

(Office copy).

[See rule 19(1)(b)(ii)]

**NOTICE TO THE OBJECTOR**

To

.....

Reference:—Objection No.....

Take notice that your objection to the inclusion of the name.....

will be heard at ..... (place) at ..... o'clock  
on the ..... day of ..... 19 ..... You are  
directed to be present at the hearing with such evidence as you may like to  
adduce.

Place. . . . . Date. . . . .

*Electoral Registration Officer.*

FORM 13

ORIGINAL.

*(To be served  
on the objector).*

[See rule 19(1)(b)(ii)]

**NOTICE TO THE OBJECTOR**

To

(Full name and address of objector) { .....

*Reference:—Objection No. ....*

Take notice that your objection to the inclusion of the name of—

will be heard at ..... (place) at ..... o'clock  
on the ..... day of ..... 19 .....  
You are directed to be present at the hearing with such evidence as you may like  
to adduce.

Place.....  
Date.....

### *Electoral Registration Officer.*



Reference:—Objection No.....

Take notice that the objection to the inclusion of your name at serial No. .... in Part ..... of the electoral roll for ..... constituency filed by—

(Full name and address of objector).....

..... will be heard at ..... (Place) at .....

o'clock on the ..... day of ..... 19 .....

You are directed to be present at the hearing with such evidence as you may like to adduce. The grounds of objection (in brief) are:—

(a)

(b)

(c)

Place.....

Date.....

*Electoral Registration Officer.*

### CERTIFICATE OF SERVICE OF NOTICE

Received notice of the date of hearing.

Date.....

*Person objected to.....*

Certified that the notice on the person the entry relating to whose name has been objected to, has been duly served by me this ..... day of ..... on (name) ..... personally/by affixation on residence.....

Place.....

Date.....

*Serving Officer.*

*N.B.—If this notice is served by post, attach the receipt here.*

### FORM 15

#### DUPLICATE

(Office copy)

[See rule 19(1)(b)(iii)]

### NOTICE OF HEARING OF AN OBJECTION TO PARTICULARS IN AN ENTRY

To

(Full name and address of objector) { .....

Reference:—Objection No.....

Take notice that your objection to certain particulars in the entry relating to you will be heard at ..... (Place) at .....

o'clock on the ..... day of ..... 19 .....

You are directed to be present at the hearing with such evidence as you may like to adduce.

Place.....

Date.....

*Electoral Registration Officer.*

## FORM 15

ORIGINAL

(To be served  
on the objector).

[(See rule 19(1)(b)(iii))]

NOTICE OF HEARING OF AN OBJECTION TO PARTICULARS  
IN AN ENTRY

To

(Full name and address of objector). { .....

Reference:—Objection No.....

Take notice that your objection to certain particulars in the entry relating to you will be heard at..... (Place) at..... o'clock on the..... day of..... 196..... You are directed to be present at the hearing with such evidence as you may like to adduce.

Place.....

Date.....

Electoral Registration Officer.

## CERTIFICATE OF SERVICE OF NOTICE

Received notice of the date of hearing.

Date..... Objector.....

Certified that the notice on the objector has been duly served by me this ..... day of ..... on (name) ..... personally/by affixation on residence.

Place.....

Date.....

Serving Officer.

N.B.—If this notice is served by post, attach the receipt here.

## FORM 16

(See rule 22(1))

## NOTICE OF FINAL PUBLICATION OF ELECTORAL ROLL

It is hereby notified for public information that the list of amendments to the draft electoral roll for the..... constituency has been prepared in accordance with the Registration of Electoral Rules, 1960, and a copy of the said roll together with the said list of amendments has been published and will be available for inspection at my office.

Electoral Registration Officer,  
(Address).....Place.....  
Date.....

FORM 17  
(See rule 30)APPLICATION FOR INCLUSION OF NAME IN THE ELECTORAL  
ROLL FOR A LOCAL AUTHORITIES' CONSTITUENCY

To

The Electoral Registration Officer,

(Local Authorities) constituency.

Sir,

I am a member of ..... which ..... is a constituent local authority exercising jurisdiction within the limits of the ..... local ..... authorities' constituency. I am therefore entitled to be registered as an elector in the said constituency, and request that my name be included in the electoral roll thereof.

My address is:

.....  
.....

Yours faithfully,

FORM 18  
(See rule 31)CLAIM FOR INCLUSION OF NAME IN THE ELECTORAL  
ROLL FOR A GRADUATES' CONSTITUENCY

To

The Electoral Registration Officer,

(Graduates) constituency.

Sir,

I request that my name be registered in the electoral roll for the ..... (Graduates) constituency. The particulars are:—

Name (in full).....

Qualification.....

Occupation.....

House address.....

Age .....

2. I am a graduate of the ..... University \*/

having taken my degree/diploma in the year 19 ..... In support of the above I submit herewith.....

3. \*\*My name has not been included in the electoral roll for this or any other graduates' constituency.

Or

\*\*My name has been included in the electoral roll for the ..... graduates' constituency under the address given below and I request that it be deleted:—

4. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge and belief.

Place.....

Date.....

Signature of claimant.

\*If you are not a graduate of any University in India, strike out these words and insert the equivalent qualification you have.

\*\*Strike out the paragraph not applicable.

Note.—Any person who makes a statement or declaraticn which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

FORM 19  
(See rule 31)CLAIM FOR INCLUSION OF THE NAME IN ELECTORAL ROLL FOR  
A TEACHERS' CONSTITUENCY

To

The Electoral Registration Officer,  
..... (Teachers) Constituency.

Sir,

I request that my name be registered in the electoral roll for the .....  
(Teachers) Constituency. The particulars are:—

Name (in full).....

House address.....

Age.....

2. During the last six years I have been engaged in teaching for a total  
period of more than three years as follows:—

Name of educational institution	From (Date)	To (Date)	Period
1.			
2.			
3.			
4.			

In support of the above I submit herewith.....

3. \*My name has not been included in the electoral roll for this or any  
other teachers' constituency.

Or

\*My name has been included in the electoral roll for the .....  
..... teachers' constituency under the address  
given below and I request that it be deleted:—  
.....4. I declare that I am a citizen of India and that all the particulars given  
above are true to the best of my knowledge and belief.

Place.....

Date.....

Signature of claimant.

\*Strike out the paragraph not applicable.

Note.—Any person who makes a statement or declaration which is false  
and which he either knows or believes to be false or does not  
believe to be true is punishable under section 31 of the Repre-  
sentation of the People Act, 1950.

[(No. F. 7(31)/60-Elections)].

B. N. LOKUR,  
Secretary to the Government of India.